Office of the Mayor
City of Columbus
Ohio

COVID-19 LEAVE POLICY

The City of Columbus ("City") hereby voluntarily extends Emergency Paid Sick Leave to employees for the reasons set forth under the Emergency Paid Sick Leave Act of the Families First Coronavirus Response Act (FFCRA), as expanded by the American Rescue Plan Act (ARPA). Additionally, the City shall maintain Supplemental Paid Sick Leave for at-work exposures. The purpose of Supplemental Paid Sick Leave is to extend salary and benefit continuation to employees for at-work COVID-19 exposures and illnesses.

Receipt of any Paid Sick Leave under this Policy is intended to be the sole replacement of wages payable to an employee and is not intended to be supplemented by any benefits available through the Bureau of Workers' Compensation or Industrial Commission. Any Paid Sick Leave provided under the City's COVID-19 Leave Policy shall not be banked, cashed out or carried over for any reason.

GENERAL APPLICATION AND EXCLUSION.
This Policy shall apply to all City Employees except for uniformed employees of the Division of Fire and Division of Police.

I. EMERGENCY PAID SICK LEAVE.

    A. ELIGIBILITY. All eligibility rules under the FFCRA for Emergency Paid Sick Leave shall apply. An employee qualifies for Emergency Paid Sick Leave if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

        1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

        2. has been advised by a health care provider to self-quarantine related to COVID-19;

        3. **(new)**
            (a) is experiencing COVID-19 symptoms and is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of COVID–19 and such employee has been exposed to COVID–19 or the employee's employer has requested such test or diagnosis,
            (b) or the employee is obtaining immunization for COVID–19, or
            (c) recovering from any injury, disability, illness, or condition related to such immunization;

4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

B. **HOURS.**
1. A total of eighty (80) hours of Emergency Paid Sick Leave will be available for use beginning May 1, 2021. Paid Sick Leave is available to eligible employees regardless if they have taken Paid Sick Leave for a COVID-19 related reason prior to April 30, 2021.
2. Emergency Paid Sick Leave for vaccinations under **Eligibility #3 (b) and (c) only** shall be available retroactively to April 1, 2021.

C. **RATE.**
1. For eligibility reasons #1 – 3, employees will receive pay at their regular hourly rate.
2. For eligibility reasons #4 – 6, employees will receive pay at two-thirds (2/3rd) their regular hourly rate.

II. **SUPPLEMENTAL PAID SICK LEAVE.**

A. **ELIGIBILITY.** In addition to the eighty (80) hours of Emergency Paid Sick Leave above, the City shall provide leave when:

> **An Employee has been advised by a health care provider, local health department, or their Appointing Authority or designee(s) to self-quarantine or isolate due to a verifiable at-work exposure to COVID-19.**

Supplemental Leave shall be available from the date/time of exposure and shall last until quarantine or isolation orders have been lifted. When requesting leave, employees shall indicate the name of the healthcare provider, local health department or Appointing Authority or designee advising to quarantine or isolate. Employees shall provide date, and work location of exposure. Employees should submit documentation of the advisement to quarantine. If documentation is not available or is subject to unreasonable delay, such documentation shall not prevent the employee from receiving paid leave.

B. **HOURS & RATE.** Employees shall be paid for all eligible hours at their regular rate of pay.

C. **DISQUALIFICATION OF SUPPLEMENTAL LEAVE.** Employees may be disqualified from paid leave upon proof of any of the following:

1. Failing to wear a mask, social distance, or wear appropriate Personal Protective Equipment when required;
2. Failing to adhere to published Department and/or Division Safety Protocols;

3. Failing to adhere to the latest version of the City of Columbus COVID-19 Safe Work Practices Guidance and FAQs;
4. Failing to immediately quarantine or isolate when advised by a healthcare provider, local health department, or their Appointing Authority or designee(s);
5. Failing to disclose information required under **ELIGIBILITY** to justify paid leave.

CITYWIDE SAFETY RULES.
Employees may be subject to discipline for violations of Citywide Safe Work Practices Guidance & FAQs, as well as any published Department and/or Division Safety Protocols.

SECONDARY EMPLOYMENT.
Employees are prohibited from performing work or receiving wages from any secondary employment while receiving Paid Sick Leave or Supplemental Paid Sick Leave, unless work is performed during off-working hours and no conflict exists between that employment and the leave restrictions, i.e., working from home during off-working hours while required to quarantine is permissible. Employees performing secondary employment in violation of this provision may be disqualified from leave and/or subject to discipline.

PROCEDURES, TRACKING, AND REPORTING.
Requests for leave shall be made on the City's Emergency Paid Sick Leave Request Form posted on the City's inter- and intranet. Leave under this Policy shall be tracked and reported by the Appointing Authority. A report of usage totals shall be submitted at the end of every month to the City's Labor Relations Manager.

EXPIRATION.
The City's COVID-19 Policy shall expire on September 30, 2021.